

MIRA Senior Director, Advancement

MIRA is seeking an experienced development and communications strategist to lead MIRA's and NHAIR's external affairs department. Reporting to the Executive Director, the Senior Advancement Director provides strategic direction and coherence between MIRA's development and communications strategies. The Senior Director brings an understanding of and experience with all areas of development and communications, including individual, major, foundation, government, and corporate giving; brand strategy and management; and a range of online and written communications strategies that build audiences, deepen engagement, and shift narratives and perspectives.

The position will oversee MIRA's development and communications departments, with direct management of Director of Communications, and Donor Relations Specialist.

The Senior Advancement Director will also participate in MIRA's Senior Leadership Team and will strengthen the operations and culture of the organization and model MIRA values.

Functions:

Development Strategy

- Lead MIRA's efforts to maintain, build and expand its based of private support and enhance relationships with the donor community,
- Work with the Executive Director and Board Resource Development Committee to develop short- and long-terms fundraising goals, strategies, and KPIs to expand funding from existing donors, while also building a strong pipeline of new supporters and donors,
- Manage the submission of grant proposal, concept papers, and grant reports and maintain collaborative conversations with relevant program and policy staff for the submission and reporting for all grants,
- Utilize appropriate data collection instruments to analyze and complete reports on member and program performance as demonstrated by the data,
- Support the Board Resource Development Committee and serve as the primary staff liaison to to the board on all fundraising initiatives,
- Lead development staff in creating and implementing effective cultivation, solicitation, and stewardship plans for corporate, foundation, government and individual funding sources,
- Plan and implement major funding events including "Give Liberty a Hand," parlor meetings and donor receptions,

- Produce appeal letters in conjunction with relevant Communications, Programs and Policy staff,
- Proactively ensure that MIRA develops strong, long-term relationships with major and leadership individual and institutional donors; build and maintain key relationships to ensure development strategy is achieved, including initiating and closing asks
- Mobilize Board members as fundraisers through donor engagement, solicitation and stewardship; help train, coach and motivate Board and volunteers to engage in effective solicitations and other coordinated cultivation and stewardship activities
- In partnership with Finance, manage the processing and accounting of gifts
- Collaborate with directors and staff to ensure the flow of communication about program goals and fundraising opportunities
- Work closely with Executive Director to maintain relationships with the Massachusetts Business Immigration Coalition members
- Develop and deliver on fundraising and development goals
- Ensure that fundraising activities reflect MIRA's values, mission, vision, and plans

External Affairs Leadership

- Provide direct management of the Director of Communications, the Donor Services Specialist and other consultants and vendors as appropriate
- Manage departmental budgets and ensure that projects are completed within budget and that departments are appropriately resourced.
- With the Director of Communications and the Executive Director, build a consistent voice and brand identity for MIRA in public messaging and materials
- Oversee an integrated and compelling approach to communications and marketing strategies to support fundraising outcomes, including events, annual reports, presentations, press releases and newsletters
- Evaluate and drive the use of new technology communications, marketing, and funding vehicles including social media, website, and other online tools
- Ensure best practices in the use of analytics, data and metrics to forecast and track progress and success for fundraising and communications goals, strategies and tactics
- Act as a public spokesperson for MIRA, as appropriate

Organizational Leadership

- Participate in MIRA's leadership team, contributing to organizational discussions of strategy, culture, board relations, planning and operations.
- Communicate, coordinate, and strategize within and across teams to align team priorities with overall organizational goals and mission.
- Supervise and guide External Affairs staff in implementing their work plans and provide staff performance evaluations and professional development support.
- Strengthen organizational operations and systems, to build efficiencies.



- Model and uplift MIRA's values.
- Nurture a culture of excellence, learning, and continuous improvement.
- Contribute to healthy and sustainable, anti-racist organizational work culture.

Skills and Experience

- A minimum of seven years of fundraising and external affairs experience, in addition to a relevant advanced degree.
- Extensive experience in fundraising leadership with deep knowledge of fundraising principles, strategic, techniques, and outcome metrics that span individual, corporate, and foundation giving, as well as government funding.
- Proven success at managing and implementing a comprehensive development program and increasing financial results.
- Experience managing data including experience with Raiser's Edge, or another CRM system.
- Exceptional communication skills, both written and oral; ability to serve as a public spokesperson for MIRA
- Exceptional manager with excellent people skills; proven ability to lead and inspire a diverse team
- A broad understanding of the challenges facing the immigrant and refugee community in Massachusetts is required.
- Experience effectively supervising and developing staff.
- Ability to manage several projects simultaneously and to adjust to frequently changing demands.
- Ability to build strong relationships with donors, foundations, media and other key organizational stakeholders.
- Fluency in a language spoken by immigrant communities in Massachusetts required.

This position can be based anywhere in Massachusetts, but will require regular presence in Boston. This is a full time position requiring occasional weekend and evening hours.

Persons of color and from immigrant backgrounds strongly encouraged to apply. The MIRA Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

Salary

The salary range for the position is \$90,000 - \$110,000, depending on experience.

Background



MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and [New Hampshire](#), we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy.

MIRA is a dynamic and multi-ethnic coalition with more than **140 organizational members**, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves, and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

